



COURT SERVICES & OFFENDER SUPERVISION AGENCY

NOTICE OF VACANCY

ANNOUNCEMENT NO.: 2003-76
AREA OF CONSIDERATION: Government-Wide
OPENING DATE: 11/12/03
CLOSING DATE: 11/26/03 (Must be received by 5:00 pm)
PROMOTION POTENTIAL: GS-12
STARTING SALARY: GS-9, \$40,044 pa; GS-11, \$48,451 pa; GS-12, \$58,070 pa

Contract Specialist, GS-1102-9/11/12, (One position), Court Services & Offender Supervision Agency (CSOSA), Management and Administration, Office of Procurement, Washington, DC.

DUTIES: Incumbent will be responsible for pre-award and post-award functions, including price/cost analysis, negotiation and administration of procurement and contracts under Federal Acquisition Regulations. Duties include awarding and administering a full range of contracts for various supplies and services, from simplified acquisitions to high dollar complex procurements; reviewing requests for procurement, analyzing proposals, negotiating with potential contractors, monitoring contractor performance, closing out contracts and resolving any administrative issues. Types of actions may include awards under the micro-purchase threshold, substance abuse treatment services, adult residential rehabilitation services, construction, information technology, telecommunications, furniture, and office equipment. Determines the type of contract best suited to the requirement; develops special clauses as applicable. Prepares statements of work in collaboration with program personnel and appropriate file documentation as required by the Federal Acquisition Regulation (FAR), including sole source justifications. Creates and issues solicitations, Requests for Quotations (RFQs), and Invitations for Bids (IFBs). Conducts pre-solicitation conferences, technical and cost evaluations, and debriefings. Negotiates contracts. Makes awards in collaboration with senior staff. Administers contracts: prepares and documents modifications, changes, and options. Monitors contract performance on- and off-site. Assures compliance with the terms and conditions of the contracts and the FAR, including resolution of problems. Responds to public and private inquiries.

QUALIFICATIONS: Applicants must have 1 year of specialized experience equivalent to the next lower grade in the Federal service. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position such as: developing, preparing and presenting terms and conditions in bids or solicitations related to the award of contracts; administering the terms and conditions of contracts, including contract modifications and conditions of contracts, negotiating and awarding contracts; analyzing proposed prices and costs; preparing issue and award delivery orders against the General Supply Schedules, i.e., Management Organization and Business Improvement Services (MOBIS) contracts and Government-Wide Acquisition Contracts (GWAC).

NOTE: Federal employees **must** meet time-in-grade requirements by the closing date.

BASIC REQUIREMENTS:

- A. A 4-year course of study leading to a bachelor's degree with a major in any field;
- OR
- B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, or quantitative methods or organization and management.

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirement in order to qualify for promotion to a higher grade.

In addition to meeting the basic requirements, applicants **must** have specialized experience and/or directly related education as shown below:

For the GS-9 level, applicant must have 2 full academic years of progressively higher level graduate education or master's or equivalent degree or LL.B. or J.D. or one year of specialized experience equivalent to the GS-7; **for the GS-11 level**, applicant must have 3 full academic years of progressively higher level graduate education or Ph.D, or equivalent doctoral degree or 1 year of specialized experience equivalent to the GS-9; **for the GS-12 level**, applicant must have one year of specialized experience at least equivalent to the GS-11 level.

IN ORDER TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ADDRESS EACH OF THE CRITICAL COMPETENCIES DESCRIBED BELOW.

TECHNICAL COMPETENCIES: A) Knowledge of contracting laws, regulations principles, and procedures to develop and issue solicitations and contracts. B) Demonstrated experience in the competition, award and administration of various Federal procurement actions including simplified acquisitions, large dollar contracts and experience with the Federal Government Purchase Card Program.

FINANCIAL MANAGEMENT – Prepares, justifies and and/or administers the budget for program areas.

CONTRACTING/PROCUREMENT - Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

DECISION MAKING - Makes sound, well informed and objective decisions; perceives the impact and implications of decisions; commits to action even in uncertain situations to accomplish organizational goals, and causes change.

ORAL AND WRITTEN COMMUNICATION – Effectively expresses ideas and facts both orally and in writing to individuals or groups; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas and prepares written documents in a succinct and organized manner.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance. If you

meet the basic qualification requirements detailed in your application/resume, your application/resume will then be evaluated against the critical competencies required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

AGENCY BACKGROUND INFORMATION: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000. CSOSA has temporary excepted hiring authority. Employees on excepted service appointments are subject to a two-year trial period (or one-year for veterans).

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

On a separate sheet of paper, you must specifically address your experience and/or education related to the critical competencies described above, giving specific examples. List each of the critical competencies separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc., relate to each critical competency. Narratives that address all critical competencies together are not acceptable. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the competencies in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

In addition, candidates currently or previously employed by the Federal government should submit a copy of their latest Notification of Personnel Action (Standard Form 50) and a copy of their most recent supervisory performance appraisal to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5600 or **TTY (202) 220-5474**. Applications must be **received** by 5:00p.m. on the closing date.

Veteran's Preference: If you are claiming veteran's preference, you must submit the following documentation to receive credit. **10 point Veteran's Preference:** A copy of your DD-214, Certificate of Release or Discharge from Active Duty and a letter dated within the past 12 months from the Veterans Administration documenting your 10 Point Preference. **5 Point Veteran's Preference:** A copy of your DD-214.

EMAIL ADDRESS: Applicants may also submit applications via email to: CSOSAjobs@CSOSA.gov.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

NOTE: Appointee must successfully undergo a background investigation to determine suitability for employment. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

CSOSA is an Equal Opportunity Employer.